

## **K. TECHNICAL VISITS, SITE VISITS - EVALUATION, and ANNUAL PLAN**

Visits will be scheduled by the Program Consultant to discuss the progress that has been made by the Health Check Outreach Project. The State staff will provide program direction and planning to the project.

The Program Consultant schedules the technical site visit for new project counties three to six months after new HCCs and Supervisors have completed the Introductory Training Session. Technical visits may also be requested by the county at any time it is felt additional assistance is needed.

A site visit is initiated by the Program Consultant and scheduled every other year. This visit is intended to gather detailed information from the county regarding the operation of the Health Check Project. The Program Consultant will provide feedback or recommendations for the project during the site visit.

It is important for all project staff to be available for all visits. All visits must include the following participants:

- ◆ HCC(s)
- ◆ Health Check Supervisor(s)
- ◆ DMA Health Check staff

DMA encourages the Director or representative from the agency to be available for a brief update of the project's progress.

**All visit participants must review related forms prior to the visit.**

For both visits the following apply:

1. The forms used for each visit will be provided to the project 30 days before the scheduled site visit
2. The Health Check Supervisor must take lead responsibility for completing all forms, working in conjunction with the HCC(s), and submitting the completed form to the Program Consultant at least 10 business days prior to the visit.
3. The Program Consultant will review the form and make recommendations before the scheduled visit. Program Consultants will follow the procedures outlined in the Health Check-Program Operations Procedure Manual when conducting all site visits.
4. Any recommendations will be used as a basis for follow-up consultation and technical assistance with the Project if necessary. Recommendations will be incorporated into the annual plan.

### Technical Visit

1. Program Consultants will conduct a technical visit for new project counties three to six months after new HCCs and Supervisors have completed the Introductory Training Session.
2. The Technical Visit Form (Appendix 16) will be used for this visit.

### Site Visit - Evaluation

1. Program Consultants will conduct project site visits once every two years. Projects may receive additional site visits by request or as determined necessary by the Program Consultant. New project counties will be added to the existing schedule for each Program Consultant. The schedule may be obtained from the Program Consultant.
2. The Site Visit/Evaluation Form (Appendix 8) will be used for this visit.
3. Topics outlined on the Site Visit/Evaluation Form will guide the visit. The Site Visit/Evaluation Form will be approved at the site visit and must be signed by all participants.

### Annual Plan

1. Agencies will develop and implement an Annual Plan (Appendix 8) for each year of operation. The strategies for reaching a higher participation goal for the upcoming year must be clearly defined. The Program Consultants are available to offer technical assistance and consultation.
2. The Program Consultant will mail the Annual Plan Form to the agency each year. The Program Consultant will also indicate the date the annual plan is due.
3. The Health Check Supervisor must take lead responsibility for completing the Annual Plan, and working in conjunction with the HCC(s).
4. Projects will receive technical assistance regarding annual planning during the site visit.
5. When in conjunction with a site visit, the annual plan is due to the Program Consultant no later than 30 days from the site visit.
6. If changes occur in the Project's activities or plan during the course of the year, a written amendment to the annual plan, reflecting these changes, must be submitted to the Program Consultant for review and approval.